

## RFP Questions and Clarifications Memorandum

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**To:** Vendors Responding to RFP Number 3798 for the Mississippi Department of Human Services (MDHS)

**From:** Craig P. Orgeron, Ph.D.

**Date:** September 18, 2015

**Subject:** Responses to Questions Submitted and Clarifications to Specifications

**Contact Name:** Debra Spell

**Contact Phone Number:** 601-432-8132

**Contact E-mail Address:** [debra.apell@its.ms.gov](mailto:debra.apell@its.ms.gov)

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**RFP Number 3798 is hereby amended as follows:**

**1. Section VII Technical Specifications, Item 6.3 is being modified to read:**

“For optional consideration, the Vendor ~~must~~ may, but is not required to, propose services to fully migrate the application, delivering a fully functional system. The cost for these services must be priced separately in Section VIII, *Cost Information Submission*.”

**2. Section VII Technical Specifications, Item 7.5 is being modified to read as follows:**

“This requirement has been deleted from the RFP.”

**3. Title page, INVITATION is modified as follows:**

**INVITATION:** Sealed proposals, subject to the attached conditions, will be received at this office until ~~September 29, 2015~~ **October 6, 2015 @ 3:00 p.m. local time** for the acquisition of the products/services described below for Mississippi Department of Human Services, Project Number 42115.

**4. Title page, third box is modified as follows:**

<p><b>PROPOSAL, SUBMITTED IN RESPONSE TO RFP NO. 3798 DUE <del>September 29, 2015</del> <b>October 6, 2015 @ 3:00 p.m., ATTENTION: Debra Spell</b></b></p>
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5. **Section VII Technical Specifications, Item 4 Procurement Project Schedule is amended as follows:**

<b>Task</b>	<b>Date</b>
Deadline for Vendor's Written Questions	3:00 p.m. Central Time on 9/8/15
Deadline for Questions Answered and Posted to ITS Web Site	9/18/15
Open Proposals	<del>9/29/15</del> 10/6/15
Evaluation of Proposals Begins	<del>9/29/15</del> 10/6/15
Contract Negotiation Begins	<del>10/16/15</del> 10/26/15
Proposed Project Implementation Start-up	<del>11/4/15</del> 12/1/15

Vendor must include in their proposal a response to each amended requirement as listed above. Vendor must respond using the same terminology as provided in the original requirements.

The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Number	Section	Item	Page	Question	Response
1	VII	3	35	Per our understanding the existing application uses MS Access 2003 as one of the data sources. Will the new application also use the existing MS Access DB or will the data be migrated to a Relational Database?	MS Access 2003 is used for the code table values and crystal reports. It will be replaced with MS SQL Server.
2	VII	3	35	Per our understanding the existing application is being used in a Citrix environment through which the users are accessing the Windows application. Should the migrated solution be also be a windows application or can it be a Web based application?  If it is going to be a web application, would the state prefer an internet based or intranet based web-application?	It will be a Windows Application.
3	VII	3	39	Please confirm if the new application will have the same visual styles and usability of the existing application or can latest technologies like WPF be considered to improve User Experience?	The new Application will have the same visual styles and usability of the existing application.
4	VII	3	39	Will the new application be targeted for mobile platforms as well?	No
5	VII	3.5	36	What version of the EntireX is currently being used? Is the current version compatible for .Net migration?	EntireX 7.1.1.0. It is not compatible for .Net migration.
6	VII	3.5	36	If Entirex is not compatible, Is migration/upgradation of the Entriex version also part of the scope?	EntireX will be upgraded to the version that is compatible with .Net.
7	General	NA	NA	Could you please share the existing functional workflows in the system?	The functional workflows will only be provided to the awarded Vendor.
8	General	NA	NA	Could you please share the components that can be reused from the existing	All the components need to be upgraded to the corresponding .Net components.

Number	Section	Item	Page	Question	Response
				system?	
9	General	NA	NA	Could you please confirm if the interfacing mode will remain same in the future migrated system?	User Interface will remain the same.
10	General	NA	NA	Could you please elaborate on the security requirements for the application?	The security for this application has 5 levels. One level resides in the authentication to the DHS domain and the other four are controlled within the application code of the current application.
11	VII	3.5	36	Could you please confirm if it is expected that the future application will be a citrix based solution? Is this a mandatory?	The "to be" application will remain Citrix based.
12	Scope	NA	NA	Could you please confirm if any system enhancements are in scope of this project? If so could you please provide additional information on the enhancement scope?	There will be no functional enhancements.
13	VII	3.2	33	Could you please elaborate on the challenges faced in the existing system?	As of March, 2008, Microsoft no longer supports Visual Basic 6.0.  As a requirement, The MACWIS Application needs to run on Windows 2008 Servers and need to be accessed through the Citrix Presentation Server 6.5 and XenApp 5.0 technologies. Windows 2008 Server does not Support Visual Basic 6.0 MACWIS Application as it uses the 32 bit Actives X Controls and DLLs.
14	VII	3.3.1	34	Could you please elaborate on how the system is integrated with MAVERICS system? Is this going to be file based integration or direct DB integration?	The interface with MAVERICS will stay as it is. The migration will not affect the process.
15	VII	3.3.1	34	Could you please elaborate on how is the system is integrated with METSS	The interface with METSS will stay as it is. The migration will not affect the process.

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16	VII	3.3.2	34	<p>Could you please elaborate on how the system is integrated with the below external interfaces?&gt;&gt; Mississippi Accountability (MAGIC)&gt;&gt; Medicaid Management Information System (MMIS)&gt;&gt; Mississippi Youth Court Information Data System (MYCIDS)&gt;&gt; Family Preservation XML ImportPlease share the mode of integration? If it is a file transfer, what is the format and complexity of each file transfer?</p>	<p>The migration will not affect the integration of MACWIS to these interfaces. There is no interface to MAGIC currently. The interface to the MyCids is one-directional and it's a batch FTP process. The Family Preservation XML process is a separate web application that imports the data to the ADABAS files.</p>
17	VII	3.3.3	34	<p>Could you please elaborate on how and what information is extracted to the below external sources?  &gt;&gt; MACWIS Data Extractions for Federal Reporting to ACF  &gt;&gt; Adoption Foster Care Reporting System (AFCARS)  &gt;&gt; National Child Abuse and Neglect Data System (NCANDS)  &gt;&gt; National Youth in Transition Database (NYTD)</p>	<p>The Adoption and Foster Care Analysis and Reporting System (AFCARS) collects case-level information from state and tribal title IV-E agencies on all children in foster care and those who have been adopted with title IV-E agency involvement. Title IV-E agencies are required to submit AFCARS data twice a year. MACWIS sends AFCARS report as a text file to federal agency.</p> <p>The National Child Abuse and Neglect Data System (NCANDS) is a voluntary data collection system that collects the child abuse/neglect, rates of substantiation, fatalities, victim and perpetrator characteristics, access to services for victims and worker caseloads. MACWIS sends NCANDS report as a text file to federal agency.</p> <p>The National Youth in Transition Database (NYTD) collects information about youth in foster care, including outcomes for those who have aged out of foster care. MACWIS sends NYTD</p>

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					<p>report as a XML file to federal agency.</p> <p>The process of sending the reports stays as it is. The migration will not affect the process.</p>
18	VII	3.3	35	Could you please confirm that hosting and deployment are NOT in scope of this RFP?	The Vendor is not required to host or provide a fully functioning system. See modified Item 6.3 in Amendment #1 on page 1 of this document.
19	VII	3.4	35	<p>Could you please elaborate on the different type of users and how each type of user uses the application?</p> <p>1) Social Worker 2) Supervisor 3) Third Party 4) Help Desk 5) State Office</p>	<p>In MACWIS there are different types of users based on the Job Title, Unit, County Level Designation and State Level Designation. A user is assigned a profile based on job title, unit, county level designation and /or state level designation.</p> <p>Common practice is to use the profile of a user for the form level authorization and job title / designation of a user for the control level authorization.</p>
20	VII	NA	NA	Could you please share the list of components the systems have to interact?	<p>Controls consist of, but are not limited to the following:</p> <p>OLE Automation 2.0</p> <p>Microsoft ActiveX Data Objects Recordset 2.8 Library 2.8</p> <p>Microsoft ActiveX Data Objects 2.5 Library 2.5</p> <p>Microsoft Data Formatting Object Library 6.0 (SP6) 1.0</p> <p>Microsoft Data Environment Instance 1.0 (SP4) 1.0</p> <p>Microsoft Data Report Designer 6.0 (SP4) 1.0</p>

Number	Section	Item	Page	Question	Response
					<p>Microsoft Data Binding Collection VB 6.0 (SP4) 1.0</p> <p>Crystal Report Smart Viewer 2.2</p> <p>Microsoft DAO 3.51 Object Library 4.0</p> <p>Rational ActiveX Test Control 1.0</p> <p>Microsoft Internet Controls 1.1</p> <p>Microsoft XML, version 2.0 2.0</p> <p>EntireX Broker ActiveX Control 1.0</p> <p>Microsoft Windows Common Controls 6.0 (SP6) 2.1</p> <p>Microsoft FlexGrid Control 6.0 (SP6) 1.0</p> <p>Microsoft Calendar Control 11.0 7.0</p> <p>Microsoft Masked Edit Control 6.0 (SP3) 1.1</p> <p>Microsoft Common Dialog Control 6.0 (SP6) 1.2</p> <p>Microsoft Tabbed Dialog Control 6.0 (SP6) 1.1</p> <p>Microsoft Windows Common Controls-2 6.0 (SP6) 2.0</p> <p>Sheridan ActiveThreed Plus Controls 3.0</p> <p>Microsoft Windows Common Controls-3 6.0</p>

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21	VII	3.4	35	<p>Could you please elaborate scenario where the new system has to interact with the existing components? If so please provide name of the component and what is the purpose of each component?</p>	<p>All the components need to be upgraded to the corresponding .Net components.</p> <p>These controls consist of, but are not limited to the following:</p> <p>OLE Automation 2.0</p> <p>Microsoft ActiveX Data Objects Recordset 2.8 Library 2.8</p> <p>Microsoft ActiveX Data Objects 2.5 Library 2.5</p> <p>Microsoft Data Formatting Object Library 6.0 (SP6) 1.0</p> <p>Microsoft Data Environment Instance 1.0 (SP4) 1.0</p> <p>Microsoft Data Report Designer 6.0 (SP4) 1.0</p>

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22	VII	3.4	35	Could you please elaborate on how the existing alert system is built? Also, can the existing alert system be reused?	<p><b>Alert system:</b> When an Action is required by a user, System generates a tickler to the worker. If the Worker has not taken an action in the said period, the tickler will be escalated as an Alert.</p> <p>There is not a separate system from MACWIS VB Application. When MACWIS VB Code is migrated, the alert part of the system will also be migrated.</p>
23	VII	3.5	35	Could you please confirm that there are only 5 report screens in the existing system? What is the present report technology stack built on?	<p>This Item refers to a Report module that has eight VB forms. Some of these screens are used to generate the crystal reports.</p> <p>There are 105 crystal reports that are generated from MACWIS VB6 code, including the ones that</p>

Number	Section	Item	Page	Question	Response
					are generated from this Report module.
24	VII	3	33	Could you please confirm if the authorization is at form level or at control level?	Form level authorization and control level authorization are both used.  Common practice is to use the profile of a user for the form level authorization and job title / designation of a user for the control level authorization.
25	Scope	NA	NA	Does the application have multi language requirements - english, spanish etc.?	Only English is required.
26	General	NA	NA	What is the Application level documentation [No documentation, partial, significant] available today?	A Policy Manual and Desk Reference Guide will be made available to the awarded Vendor.
27	General	NA	NA	What is the Level of business interaction needed to draft requirements, support [High, Medium, Low]	It must be low since there will be no new enhancements while migrating the application.
28	General	NA	NA	Could you please provide us with Information on different environments maintained per applications or across applications [# of DEV, TEST, PRD environments]	MACWIS Application points to Development, Test, Help Desk, Training and Production Databases using the information that is available in the TOR files. A TOR file contains the Broker and Adabas Server information.
29	General	NA	NA	What are the Formal SLAs for the application today?	None.
30	General	NA	NA	Can SDLC activities be performed from locations outside of the United States?	This will be considered by MDHS.
31	General	NA	NA	What is the estimated total number of users [Total, Active, Concurrent]	Total Users: 1700 Active Users: 1565 Concurrent Users: 960
32	General	NA	NA	Could you please elaborate on the Application development and process maturity [standard processes followed; standard processes followed and documented; standard processes	While the project is in the maintenance phase, the waterfall model is followed.  Implemented the following processes:

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				followed, documented and measured]	<ul style="list-style-type: none"> <li>- Define the project objectives</li> <li>- Identify a suitable standard process to project execution</li> <li>- Tailor the standard process to meet project requirements</li> <li>- Identify risks and make plans to migrate project</li> <li>- Make defect prevention plan</li> <li>- Monitor performance at program level</li> <li>- And other processes</li> <li>- Detailed system functional design</li> <li>- User implementation model (process flow from user perspective)</li> <li>- Program implementation model (organization of system functions and decomposition into discrete computer programs)</li> <li>- Data dictionary</li> <li>- File maintenance instructions, code values descriptions, and data element numbers</li> <li>- Program inventory</li> <li>- Program documentation</li> <li>- System interface documentation</li> </ul>
33	General	NA	NA	Could you please elaborate on primary application usage [Used by business units; Used by IT staff / internal; Used by back office; Used by external entities like providers, pharmacies, hospitals]	Used by business unit.
34	VII	3.5	35	Can you please give us an idea of the number of reports that are generated currently and any COTS product that might be used for reporting	There are 105 crystal reports that are generated from MACWIS VB6 Code.

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35	General	NA	NA	Could you please elaborate on the current SDLC process - checkpoints, release calendar, artifacts, tools used	See the response to question #32 above. There are no tools. Most releases are done quarterly, unless there is an emergency release that is mandatory and approved by the MIS Director.
36	VII	3.2	33	Could you please confirm if there is a business rule engine used today? IF so, is that a COTS product and what is it?	There is no business rule engine.
37	VII	3.2	33	Could you please elaborate on the current business rules configured today?	The Policy Manual and Desk Reference Guide can be used for the current business rules that are configured. This will be made available to the awarded Vendor.
38	VII	8.1	40	Will the vendor be provided with technical documentation of the MACWIS system in which the business rules and purpose of each page will be explained? The RFP mentions, "The Vendor must propose any applicable training needed by MDHS to migrate the MACWIS application" (section 8.1)- will the vendor be supplied with documentation on the system, and if so, to what extent?	A Policy Manual and Desk Reference Guide will be made available to the awarded Vendor.
39	VII	NA	NA	How is the vendor to address known issues/bugs in the existing code? Is there a log of all the known issues for the vendor to be aware of?	Vendor is not required to address any functional issues / bugs in the existing code.
40	VII	2	32	Is the code migration from VB6 to VB .NET?	Yes. Code migration is from VB6 to VB.Net
41	VII	3.5	35	Will ITS make the VB6 code available to vendors for analysis prior to the due date of the proposal?	MDHS will provide the VB6 code after contract execution with the awarded Vendor.
42	VII	3.5	35	How many screens are there in the system and will ITS make the system documentation available for vendor analysis prior to the due date of the	Total No. of files: 359 Total No. of forms: 211 Total No. of classes: 17 Total No. of modules: 26

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				proposal?	Total No. of reports: 105 MDHS will not provide documentation.
43	VII	3.5	35	Are the forms included in the 700K lines of code, or are they additional	Yes. Forms are included.
44	VII	3.5	35	How are reports generated, from the VB6 code (requiring conversion) or somewhere else (not requiring conversion)	Crystal Reports are generated from VB6 code using MS Access 2003.
45	VII	3.5	35	Are there known defects in the system?	There are some functional defects. These are addressed as they come. See the response to question #39 above.
46	VII	6.3	40	Please clarify the meaning of "optional" in respect to the submittal. Does this statement mean that vendors are required to put in their submission of services to fully migrate the application, and it is optional for ITS to consider whether this is part of scope? OR Is proposing "to fully migrate the application, delivering a fully functional system" an option for the vendor to put in their submittal	The Vendor is not required to include this option in the proposal response. It is an option. See Amendment #1 on page 1 of this document.
47	VII	6.3	40	Is there an opportunity for the vendor to refactor the system?	Refactor is not required at this point (as developing a new SACWIS System is under proposal). As part of his RFP, only migration and conversion (should vendor provide services to assist MDHS with the conversion) are required.
48	VII	6.3	40	What is the intended outcome of the data migration?	Data migration is not required.
49	VII	5.2		Will ITS consider providing answers to questions earlier than Friday September 18, 2015 to provide vendors sufficient time to respond to the RFP, or as an alternative, extend the due date of the proposal?	The due date has been extended. See item numbers 3, 4, and 5 on pages 1 and 2 of this document.

Number	Section	Item	Page	Question	Response
50	VII	7.5	40	What does the ITS envision system support to mean?	The requirement is being removed from the RFP. See Amendment #2 on page 1 of this document.
51	Appendix A	1.1	53	Will ITS consider a period of performance longer than 6 months?	The State thinks that 6 months is ample for the conversion process, but will consider other proposed timelines.
52	VII		39	Can the State please confirm the number of lines of VB 6 code as well as the number of VB 6 forms that are in production?	Total No. of files: 359 Total No. of forms: 211 Total No. of classes: 17 Total No. of modules: 26 Total No. of reports: 105  Total Lines: 660543 Design Lines: 183508 Code Lines: 320318 Comments Lines: 83677 Blank Lines: 73040
53	VII		39	Given that the state is only asking for migrated code and not a fully functional system, can the state please clarify Section 6 Technical/Functional Requirements, Requirement 6.1.1. "migrated application must retain business rules"? What is that State's expectation regarding how vendors would ensure satisfaction of this requirement?	After the migration and conversion (assuming that vendor provides services to assist MDHS with the conversion) process is done, the application must retain the business rules as there will not be any changes to the business rules during the migration and conversion.
54	VII		39	Given that ASP.NET is a dynamic compilation framework, can the State please clarify how it is expecting vendors to satisfy Requirement 6.1.2 around code compilation?	It will not be an ASP.NET web application. It will be a Windows forms application. After the migration and conversion process is done, the application must be built and publish without any errors.

RFP responses are due October 6, 2015, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above, or if we can be of further assistance, please contact Debra Spell at 601-432-8132 or by email at [debra.apell@its.ms.gov](mailto:debra.apell@its.ms.gov).

cc: ITS Project File Number 42115